Application Submitted January 31, 2022	An application is submitted by an applicant.
Determination of Completeness March 29, 2022	Staff reviews the application to determine whether all of the items required to be submitted by the Section 17.13.040 of the Mukilteo Municipal Code (MMC) are there. This is not a determination of whether the materials are accurate or whether they meet all applicable code requirements. **This must be completed within 28 calendar days of the date of submittal.**
Notice of Application April 12, 2022	A notice is provided at the property, to neighboring property owners, at the City's regular posting sites and in the Everett Herald to inform the public that an application has been submitted and to invite comments. **This must be completed within 14 calendar days of the date an application is determined to be complete**, and under the MMC, is limited to a 14-day comment period (see MMC 17.13.050). This is to help keep the process moving forward in a predictable manner for applicants. Any comments provided during this period are reviewed by staff to determine whether the comment is related to a code requirement, or whether the request is above and beyond what is required by law. All comments are provided to the applicant with a note of whether they need to be addressed, and providing the applicant with the opportunity to respond to commenters. **Comments received after the end of the Notice of Application comment period are not weighted differently than comments received during the comment period, but they may not all reach the applicant at the same time.**
Staff Review **(current stage)**	This is completed concurrent with the Notice of Application period. Staff's comments are provided in addition to any comments received prior to the issuance of the initial comment letter.
Resubmittal and Staff Review	If corrections are required, the applicant resubmits and the application is re-reviewed by staff. This timeline depends heavily on how well the applicant responded to staff's corrections and where the application is in our queue of permits to review. These iterative versions are not normally published on the City's website for review, but are available for anyone to come view at City Hall.
State Environmental Policy Act (SEPA) Review	The City will review the project for consistency with SEPA specified in Washington Administrative Code (WAC) Title 197-11 and Mukilteo Municipal Code (MMC) Chapter 17.84 and make a determination. Notification of the determination will follow the requirements of Chapter 17.84 MMC and state law.
Notice of Decision and Appeal Period	A Notice of Decision (NOD) will be issued to the same group as the other notices, plus anyone new who requested to receive a notice and anyone new who submitted a written comment. **The appeal period for the NOD is 14 days.** Any Party of Record may appeal this project decision by filling out the appeal form and submitting it with the appeal fee to the City of Mukilteo Community Development Department, 11930 Cyrus Way, Mukilteo, WA 98275 by mail, personal delivery to the drop box outside City Hall, or other method, during normal business hours by 4:30pm. Parties of record include the applicant, any person who testified at the open record hearing on the application (if a public hearing was held), and/or any person who submitted written comments concerning the application (excluding persons who have only signed petitions or mechanically produced form letters). Land Use approval is valid for four (4) years from the date of the NOD. If a building permit, grading permit, or occupancy permit is not obtained within this period, the project permit shall become null and void, and a new project permit application is required. The Community Development Director may grant an extension to the approval date for a period of one (1) year if such is requested prior to the expiration of the project permit.
Structure and Engineering Permitting	The City can complete review and approve construction for site work at any time during the process; however, building and grading permits will not be issued before the Notice of Decision.